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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 29 February 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 9  
21 February - 29 February 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Overseas Training Support

a. Materials for the  The LIB/ISB staff has completed the collection and preliminary indexing of approximately 1000-2000 items of intelligence, tradecraft and operations publications and books applicable for the establishment of a basic field training library structure.

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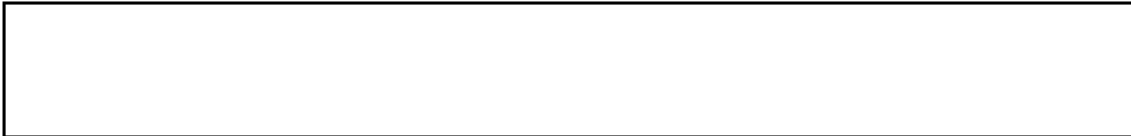
JOB NO.        BOX NO.        FLD NO.        DOC. NO. 76 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO. TS 5 RET. JUST 22  
NEXT REV DATE 09 REV DATE 17-2-77 REVIEW  
NO. PGS 15 CREATION DATE        ORG COMP        ORG CLASS S  
REV CLASS C REV COORD.        AUTH: HR 70-3

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2. Bibliography and Research

a. U.S. Interests in the Near East. The work on the compilation of the bibliographic listing is continuing; the standing requirements will be reviewed by [ ] during the week of 27 February and changes will be made.



c. Human Relations Area Files (HRAF). C/ISB has made a cursory examination of the HRAF Files in order to discover what specific use might be made of the Files within OTR. [ ], OGR Library, commented that Branch Two Library, located in Alcott Hall is faced with the current problem of finding storage space, work area, and available personnel to properly handle the Files. C/ISB was informed that the Files must be moved from their present location on the first floor of Alcott Hall. A survey is being conducted to find out whether the Files may be useful as an Agency research pool. To date the Files have not been used by Agency personnel.

3. Printing and Reproduction

a. [ ] LETS instructor, discussed with C/ISB the problems involved in the publication of required reading materials for the students. [ ] is currently planning the publication of an Area Reader which will be used in conjunction with his proposed course of Area Study on the Near East and North Africa.

b. The 20 February issue of the Instructor's Guide to Current References has been received from PSD/LO and distributed.

c. Course revisions and schedule changes in the Catalog of Courses have been received by ISB from the various schools. It is anticipated that ISB will publish a revised edition of the Catalog on 1 July 1956. All necessary information concerning course changes, new courses, and long-term schedules should be forwarded to ISB prior to 1 May 1956. The long-term course schedules should cover the period from 1 July 1956 through 1 January 1957.

4. Attendance at the Language Film Program

21 February	French	7
23 February	Spanish	8

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5. Training Aids Completed during the Week

- a. IS/World Communism. Design and artwork of one training chart; processed through PSD/LO for a total of 500 copies for student study.
- b. Basic and Ops Schools. Miscellaneous cards and signs: total--8.
- c. LETS/Language Training. Design and artwork of 1 chart; marquee for two displays.
- d. IS/Intelligence Principles and Methods. Miscellaneous photography total--15 photos.
- e. OPS/[REDACTED]. Design of 9 charts; processed through PSD/LO for the printing of 100 copies each.

6. Personnel

a. The Visual Aids Section of ISB is continuing to present training films, dealing with the visual and graphic arts, to its Staff. The original outline of this form of training was begun during 1954 and has continued to this date. During the past week VAS has screened the following training films:

- 1) Lettering Instructional Materials
- 2) Cardboard Fantasy



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